

## **Hannah D. Cox**

1709 N. Maddox Dr.

Muncie, IN 47304

(765) 215-4883

[hdc Cox@iupui.edu](mailto:hdc Cox@iupui.edu)

### **Educational Background**

Indiana University-Purdue University Indianapolis, May 2008-expected graduation June 2010

Masters of Library Science

M.A. in Public History

Ball State University, May 2004-current, thesis in development on the Miami Nation of Indians of Indiana and their sacred spaces

M.A. in Anthropology with an emphasis on Native American Studies

Ball State University, August 2002-May 2004

B.S. in Anthropology

B.S. in History

Ivy Tech Community College, August 1998-May 2002

North Miami High School, graduated May 1998

### **Employment History**

Indiana State Library Conservation Laboratory, Volunteer and Spring 2010 Library Science Intern, June 2009-April 2010.

- Learn and apply conservation and preservation principles and techniques to a variety of library materials. Techniques include dry cleaning, mending, and creating a variety of housings for 19th and 20th century circulating and special collections materials.

Indiana University-Purdue University at Indianapolis, Public History Intern for the Frederick Douglass Papers Project, June 2008-December 2008.

- Researched people, places, buildings, and events of historical significance referenced in the first printing of The Life and Times of Frederick Douglass.
- Wrote annotations for these references to be published in the upcoming annotated version of The Life and Times of Frederick Douglass.

Ball State University, Archives and Special Collections Supervisor, June 2007-June 2008.

- Managed daily operation of Archives and Special Collections in absence of the Assistant Dean for Digital Initiatives and Special Collections.

### **Employment History (Continued)**

- Provided primarily local history reference service and research assistance to students, faculty, staff, and the general public.
- Coordinated the exhibit program, which included research, material selection, writing text, design, and installation of exhibits throughout the Library.
- Interviewed and hired students and graduate assistants.
- Trained and supervised students and graduate assistants in archival processing, reference service, exhibit preparation, scanning, and other duties.
- Managed the arrangement and description of archives and manuscript material according to professional standards and practices.
- Transcribed oral histories, including those of a sensitive nature.
- Created descriptive finding aids (paper, electronic, and web-based) to archives and special collections material, according to archival guidelines.
- Participated in the selection, organization, and preparation of manuscripts, photographs, and other material for digitization.
- Developed web-based exhibits for promotional and educational purposes.
- Supervised indexing and digitizing of selected archival materials.

STAR Financial Bank, Customer Service Representative, December 2006-June 2007.

- Processed daily customer transactions, such as deposits, withdrawals, and payments.
- Fielded customer questions and provided account information.
- Resolved customer concerns and complaints.

Ball State University, Archives and Special Collections, Graduate Assistantship, August 2004-May 2006.

- Provided reference assistance to students, faculty, staff, and the general public.
- Processed large collections according to professional standards and practices.
- Transcribed Civil War letters for the U.S. Civil War Resources for East Central Indiana Grant Project, proofread them, and assisted in preparing them for digitization.
- Assisted with the creation and installation of displays.
- General office duties such as photocopying, scanning, and answering telephones.

Ball State University, Learning Center, Tutor, August 2003-May 2004.

- Instructed undergraduate students in study methods and techniques, with a focus in the areas of History and Anthropology.

**Employment History (Continued)**

Gentiva Home Health Services, Homemaker, September 2002-July 2003.

- Assisted elderly and/or disabled people with daily activities such as personal care and homemaking duties.

Companion Home Health Care, Homemaker, August 2000-August 2002.

- Assisted elderly and/or disabled people with daily activities such as personal care and homemaking duties; kept them company by reading to them, watching television, or participating in other activities enjoyed by the client.
- Ensured safety precautions were observed to the extent possible while client was alone.

Sagamore (now Beacon) Federal Credit Union, Loan Clerk/Teller, January 1999-August 2000.

- Began as a teller, with duties including making deposits, withdrawals, payments, etc.
- Performed receptionist duties on a multi-line system.
- Promoted to Loan Clerk, which involved processing the loan paperwork, closing loans, and fielding customer's questions regarding their loans or vehicle values.
- VISA department assistant, which included processing credit card payments, transmitting payments once daily by a specific time, and fielding customer questions regarding credit cards.

**Affiliations**

American Association for State and Local History

American Library Association

Society of American Archivists

Special Libraries Association

**Awards and Honors**

2009 Indiana's Librarians Leading in Diversity (ILLID) Fellowship

2004 recipient of the Maggie Ringger Scholarship to participate in an anthropological field study with six Southwest Native American tribes.

**Presentations**

October 2009 Indiana Library Federation Conference. Indiana's Librarians Leading in Diversity Fellowship Presentation.